

ARCHIVAL MAGNETIC TAPE INVENTORY		1. CONTROL NUMBER (For NARS Use Only)	
2. TO: OFFICE OF RECORDS MANAGEMENT NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D. C. 20408		3. FROM:	
4. ADDRESS OF TAPE LIBRARY			
5. DESCRIPTION OF RECORD CONTENT			
6. NATURE AND FREQUENCY OF USE			
7. DETAIL			
A. SOURCE DOCUMENT(S) USED AS INPUT		B. TYPE OF TAPE <input type="checkbox"/> PERIODICALLY REVISED OR UPDATED DATA <input type="checkbox"/> ONE-TIME COLLECTION OF DATA	
C. INCLUSIVE DATES FROM TO	D. NUMBER OF REELS	E. LENGTH OF REELS	F. BPI USED
G. RUN BOOK <input type="checkbox"/> NO <input type="checkbox"/> YES (Describe)		H. DUPLICATION ELSEWHERE (Physical or Content)	
8. DISPOSITION			
A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		B. If YES, WHEN WILL REELS BE TRANSFERRED TO NARS?	
9. SIGNATURE	10. TITLE	11. DATE	

GENERAL SERVICES ADMINISTRATION GSA DC 69-3966 GSA FORM SEP 68 7036

SECTION II - LIBRARY ENVIRONMENT

1. IS LIBRARY AIR-CONDITIONED?
☐ NO ☐ YES
2. INSPECTION OF TEMPERATURE AND HUMIDITY
☐ CONTINUOUS ☐ PERIODIC ☐ IRREGULAR ☐ NONE
3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY

4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE?
☐ NO ☐ YES
5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL?
☐ NO ☐ YES
6. HOW IS LIBRARY PROTECTED FROM FIRE?
☐ FIREPROOF FACILITIES ☐ SMOKE DETECTION DEVICE ☐ SPRINKLERS ☐ CARBON DIOXIDE SPRAY ☐ OTHER (Specify)
7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.)

8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.)

SECTION III - PRESERVATION TECHNIQUES

1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY:
☐ FILE PROTECTION RING ☐ RECORDING RETENTION PERIOD ON LABEL ☐ SPECIAL PROTECTION DEVICE IN HARDWARE ☐ OTHER (Specify)
2. INFREQUENTLY USED TAPES REWOUND
☐ NO ☐ YES (How often)
3. TAPES CLEANED?
☐ NO ☐ YES (How often)
4. TAPES RECERTIFIED
☐ NO ☐ YES (How often)
5. TESTING MATERIALS AVAILABLE
☐ NO ☐ YES

SECTION IV - REMARKS

NAME OF EXAMINER

DATE

GSA DC 68 5562

GSA FORM
OCT 67 7025 (BACK)